



Indiana Department of Education
SUPPORTING STUDENT SUCCESS

Completing the 2010-2011 High Ability Grant Application

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Division of Student Learning



Communication/Questions

- Website www.doe.in.gov/exceptional/gt under What's New and Coordinator Mailings
- High Ability Coordinator Community on Learning Connection
- Email
 - marschan@doe.in.gov rather than inbox or forum on Learning Connection
 - Please include corp number with emails (subject line if possible)



2010-11 High Ability Grant Application

- Due October 15, 2010
- www.doe.in.gov/exceptional/gt
 - Under What's New and Coordinator Mailing
 - Corp and PIN numbers needed
- Funds from a designated line item in state budget
 - Used ONLY for high ability students/programs and services
 - No food
 - Must be specific to high ability for mandated services



Helpful hints....

- Make sure to hit Page Update at the bottom of each page to save information
- **CAUTION!!!!**
 - Hit the Page Update button often
 - Data will be lost if you have not hit the UPDATE button at least every **15** minutes
 - **SAVE** each section of the itemized budget page
 - Suggestion - Print out a blank one, fill it out, and then type it in



NOTE - Links at the bottom of the pages

- Administrative Rule 511
- Indiana Code
- Instructions on how to complete the final report
- Glossary of terms
- Budget Guidelines (State Board of Accounts – object codes)



Page I – General Information

2010-11 High Ability Grant Application

- Information is pre-loaded from 2009-2010 grant
- Verify contact information
 - High Ability Coordinator (including number of years)
 - Grant Writer (if different from coordinator)
 - Treasurer/Fiscal Agent
 - Make changes/update as necessary



Page 2 – Assurances

2010-11 High Ability Grant Application

- Same as last year – please read carefully
- Required signatures
 - Superintendent
 - School Board President
 - High Ability Coordinator
 - Member of BBPC
- Signed copy will be submitted as part of grant application



Use of High Ability Grant Funds

- Mandated programs and services ONLY
 - General intellectual/specific academic
 - Core academic content areas
- You may still identify and serve in the “other” domains but high ability funds may not be used to support these areas
- Funds must be spent or encumbered by June 30, 2011



Questions to think about when deciding on expenditures....

- Are you in compliance with the high ability mandate?
 - If not, grant dollars may need to be used to bring corporation into compliance
- How does this support student learning?
- How will this support metrics/program effectiveness?
- How is this specific to high ability?
 - Above grade level curriculum and instruction?
 - Research-based for high ability?



How are the expenses specific to high ability?

- Be prepared to provide further justification
 - Salaries
 - Direct teaching responsibilities?
 - High Ability Licensure – # of HA licenses in corp?
 - Additional staff hired only for HA?
 - % FTE teaching only HA students?
 - Materials
 - Technology – Use? What is the plan?
 - Professional Development
 - Curriculum Vitae of presenter may be requested



Page 3 – Itemized Budget Report

2010-2011 High Ability Grant Application

- SAVE often!!! Hit update at least every 15 minutes.
- List proposed expenditures
- Textbox for detailed explanation
 - Be specific
- Provide details like who, what, where, how many, when
- Supply only 3 digit object code
- Link at the bottom of page to State Board of Accounts – Budget Guidelines
- Line item subtotals will pre-load into State Proposed Budget column on the Budget Profile Page (Page 4)



Page 4 – Budget Profile Page

2010-11 High Ability Grant Application

- Make sure marked as original
- Provide total for proposed budget column
– check your math!
- Required signatures
 - Superintendent
 - Treasurer/Fiscal Agent
- Submit signed copy as part of application



To Submit

2010-11 High Ability Grant Application

- Fax, email, or mail Assurances and Budget Profile Page with required signatures
 - 317-232-0589
 - No need to send itemized budget page
- Receipt of signed pages is only notification that grant is ready for review online
- Will be reviewed in the order in which received



Approval Process

- Revisions and/or approval communicated by email
- Cash request form sent with approval
 - Due by 9 am on the 1st of the month
 - Fax to Robin Parker at **317- 232-0504**
- Distributions must be monthly or quarterly
 - Funds will not be paid in one lump sum upon approval.
 - Funds will be suspended if 09-10 final report is not submitted by October 29, 2010



Approved Grants

- Signed approval will be sent by email
 - Will be delayed for several weeks
 - Notify Amy Marschand (marschan@doe.in.gov) if signed approval is needed in a more timely manner
- Funds must be spent or encumbered (obligated) by June 30, 2011 and obligations must be paid out entirely by September 30, 2011. No carryover allowed.



Filing a Revised Budget

- Use 2010-2011 grant application
 - Use ONLY page 4
 - Fill in increase/decrease and amended budget columns on budget page (page 4)
 - Do **NOT** alter page 3
 - Provide rationale in textbox
 - Needed if any line item or total budget is altered by 10% or more.



Revised Budget, con't.

- Save page 4, print, and submit with signatures
- Must be approved prior to “moving” funds
- No limit on the number of revisions per year
- Last day to file a revision/have a revision approved is June 30, 2011





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